

Step
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## Task

Check to see if there is a CoC with the delivery (or other info from client detailing sample info and tests required). Record the time/date of arrival.

Take the temperature of the samples, record the value on the CoC, record the chilling method, eg. ice brick, ice, no ice..

Check sample integrity - Open esky, remove samples and paperwork, check seals, check for spillage, damaged containers (inner or outer), check to see

Check sample integrity, check CoC (client paperwork) against details on samples received - check client details, PO number if required, sample type correct, correct container used, correct volume provided, tests requested, date collected, within holding time, request date (TAT turn-around-time) especially if urgent.

- Pathology samples - minimum 3 points of ID for pathology samples patient name, DOB, URMN and other details such as sex, DOB, URMN.

Record all discrepancies (non-conformances) on the CoC, initial and date any changes and ensure the original data is still visible.

See supervisor if you have any issues or proceed to register samples.

Organise samples in order and enter in LIMS.

Label samples and CoC with the unique allocated Lab Number.

Label samples as URGENT if required.

Place CoC and other paperwork as received from client in the CoC storage area ensure security and traceability of all information, laboratory data, records, and samples.

**Group samples requiring similar analysis together.**

**Distribute samples to the relevant storage area/department/section/workstation. Ensure sample integrity is maintained while being transported and stored ready for analysis.**

Update LIMS/or paper system to reflect current status of samples.

Submissions:

Blackboard > MSL953005 > Assessments:

- > Esky 1 (Week 4 samples)
- > Esky 2 (Week 5 samples)
- > LIMS - Pathology

**Extra info**

**Note on dispatch summary if there was ice brick in the esky, or received ambient**

**Check the dispatch sheet against the delivery, ensure patient and number of tubes are correct.**

**Take a patient (work on 1 patient at a time), and check tubes against CoC, find all issues and try and problem solve eg some tubes can be used for multiple tests only if we have enough sample (assume all tubes are full). Record details of sample containers received in your marked up CoC (# & type of vials)**

Ask question of the lecturer if unsure and research answers together.

If there are non-conformances: See the supervisor to accept or reject the sample (you can do this next week after researching sample containers vs tests required at home).

Fill in the LIMS tracking sheet - both weeks' samples will be entered on the same spreadsheet - at the end of the assessment, upload only 1 PDF that has all samples from both weeks.

Samples that are rejected do not get a lab number but can be entered into LIMS as "rejected".

Label your marked up CoC with Lab ID.

i.e. scan/pdf your dispatch summary + marked up CoCs

**Can do next week after researching sample containers received vs tests required at home**

**Samples are placed in a rejected tray or in the tray for the department they need to go to.**

**Take photo of the tray when all samples have been done. Ensure the labels can be seen in the photo! You can choose to take 1 photo per distribution tray for the client for clarity.**

**Immediately AFTER step 19.**

**Return the samples - carefully place each sample back in their bags for the next class. Check to ensure the correct samples are going back into the correct bags / CoC!**

Enter the remaining details in LIMS. (e.g. non-conformances & action taken as instructed by supervisor/lecturer).

For each week's esky, upload:

- Scan / Photo of dispatch summary & CoCs to show mark up (handwritten) & resulting supervisor comments (if applicable).
- Photo/s of sorted samples (sample labels clearly visible) in their pathology section trays.

When BOTH weeks' data are entered in the same LIMS spreadsheet:

- Save completed LIMS as PDF
- Upload in Blackboard > Assessments > LIMS - Pathology.